

Chief, Caribbean Bureau, FBIS

4 December 1969

Chief, Administrative Staff, FBIS

Within-Grade Increases for Contract Employees

1. Attached are certification forms for contract employees eligible for within-grade increases. Please complete and return to the Headquarters Administrative Staff.

2. Certification forms will be forwarded each month on those contract employees eligible for within-grade increases. A memorandum or contract amendment requesting a within-grade increase is no longer required. Information in the Personnel Contract Computer System will be used to produce the certification forms. Since the system is new please check your records carefully to be sure the within-grade information is correct.

FOR THE DIRECTOR, FBIS

STATINTL

Attachments